

* * * * *

UNITED STATES MISSION - BOGOTA VACANCY ANNOUNCEMENT

* * * * *

No. 078

Job Vacancy

August 16, 2006

Note: All applicants who are not the Family Members of USG employees officially assigned to post and under Chief of Mission authority must attach copies of required work and/or residency permits to be eligible for consideration.

OPEN TO: All interested candidates

POSITION: Human Resources Assistant – Visa and
Passport issues (A54011)
FSN-8; FP-6*

OPENING DATE: Wednesday, August 16, 2006

CLOSING DATE: Thursday, August 31, 2006

WORK HOURS: Full time; 40 hours/week

SALARY: * Not-Ordinarily Resident: FP-6
(Position Grade: FP-6 to be confirmed by
Washington)
Ordinarily Resident: LCP/FSN-8

The U.S. Embassy in Bogota is seeking an individual for the position of Human Resources Assistant Visa and Passport Issues in the Human Resources Office.

BASIC FUNCTION OF POSITION

Incumbent processes all immigration documents required by the Ministry of Foreign Affairs (MFA) to all Direct Hire employees, family members, and members of household. The employee provides support and guidance to all agencies with contractors stationed in Colombia. The incumbent works in constant communication with the Ministry of Foreign Affairs to develop work plans to improve the processing of all official documents. The employee maintains an excellent network of contacts among the various embassies in Bogota to ensure the prompt processing of visas

for official/unofficial travel of American employees and official travels of FSN employees.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- a. Education: Two years of college education are required.
- b. Prior Work Experience: Two years of experience in customer service in an international environment is required.
- c. Language Proficiency: Level IV (fluent) English is required. Level IV (fluent) Spanish is required.
- d. Knowledge: Good working knowledge of visa processing as well as host country regulations as they pertain to in-processing and out-processing of diplomatic personnel (i.e.: visa requirements, accreditation, immunities and privileges).
- e. Skills and Abilities: Ability to deal tactfully with difficult issues. Excellent computer skills in Microsoft Word, Excel, Power point and databases. This will be tested.

ADDITIONAL SELECTION CRITERIA

- 1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- 2. Current Locally Employed Staff (LES) are not eligible to apply for jobs until they complete six months of service.
- 3. Currently employed US Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- 4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

TO APPLY

Interested applicants for this position must submit the following, or the application will not be considered:

1. Application for U.S. Federal Employment (SF-171 or OF-612)
<http://bogota.usembassy.gov>, or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Colombian Citizens (FSN) must submit a Foreign National Employment application form and may request an application form at the Embassy receptionist or you may print it out by accessing the Embassy web page:
<http://bogota.usembassy.gov> under "Recursos Humanos - Vacantes".
5. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

NOTE: Ordinarily Residents (OR), U.S. Citizens and U.S. legal permanent residents are subject to both Colombian labor and tax law and U.S. Federal taxes and FICA contributions.

"US Citizen EFMs and EFMs may apply for positions as soon as the sponsor has orders assigning him or her to Embassy Bogotá".

SUBMIT APPLICATION TO

American Embassy Bogotá
Human Resources Office
Attention: Recruitment Unit
Diagonal 22D Bis No. 47-51

Embassy employees must submit the employment application to the Human Resources Office receptionist.

Outside applicants must submit the employment application to the Embassy receptionist.

Eligible Family Members (EFM) not yet residing at post may submit applications via fax (57-1) 383-2088. All other applicants must submit applications by hand; faxes will not be considered.

APPLICATIONS WILL NOT BE RETURNED. APPLICANTS SHOULD KEEP A COPY FOR THEIR FILES TO APPLY FOR UPCOMING VACANCIES.

DEFINITIONS

1. Appointment Eligible Family Member (AEFM): A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

- U.S. citizen
- Spouse or child who is at least age 18;
Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a U.S. Government agency that is under Chief of Mission authority;
Is resident at the sponsoring employee's or uniformed service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad;
and
Does not receive a U.S. government annuity or pension based on a career in the U.S. Civil, Foreign, or uniform services.

Eligible Family Member (EFM): Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority, and who do not meet the definition of AEFM above.

Member of Household (MOH): A MOH is a person who: 1) Has accompanied, but is not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.

4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted his/her main residency focus to the host country and has the required work and/or residency permit for employment in country.

5. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFMs and EFMs of FS, CS, and uniform service members who are eligible for employment under an American USG pay plan, on travel orders, and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

6. Foreign Service National (FSN): A citizen of the host country.

CLOSING DATE FOR THIS POSITION: THURSDAY, AUGUST 31, 2006

The US Mission in Colombia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation.

Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.